

Appointment Type: Permanent

Working Time: Full Time

Reference Code: 21129e

Opening Date: 03/25/2010

Closing Date: 03/31/2010

Warehouse Operator 2

\$2,574 - \$2,891 Monthly (Range 32G) plus great benefits!

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual as a Warehouse Operator 2 located at Washington Corrections Center in Shelton, Washington.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

'The mission of DOC is to improve public safety.'

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

At the Washington Corrections Center (WCC), an adult correctional facility, this position supports the Administrative Services Division. The WCC Warehouse turns over an inventory of an estimated 3+ million dollars annually. This position is the primary purchasing agent for the inventory and manages routine operation of the outside warehouse and directing the crews under the authority of the Warehouse Operator 4 (WO4). This position schedules, prioritizes and coordinates the delivery of inventory and non inventory assets as well as the pickup of surplus or excess property.

It is accountable for the offender crew whereabouts and reporting their daily count. Three separate inventory management software systems are used for ordering and tracking of inventory. The position is located in a very busy warehouse environment, with many distractions. Prolonged standing, frequent lifting, stooping and bending may be required. The employee is required to have excellent interpersonal communication and customer service skills.

Other responsibilities include: coordinate the purchasing of inventory items with the WO4 to maintain proper stock levels; complete all issues made on the inventory purchasing system (MSA), compile orders and ensure all have been received; verify correctness of orders; maintains delivery schedule; verify transactions, inventory counts on MSA; monitor and log orders received for medications; and maintain an accurate, up-to-date filing system.

Qualifications

High School graduation; or

GED Certificate and physical ability to do required work and one year of clerical or technical experience in retail clerking, warehousing, stocking, shipping, or receiving and operation of material handling equipment.

The position requires analytical skills, good computer/data entry skills and must be detail oriented, including the ability to interact with the public and co-workers in a professional manner. A high ethical standard must be applied to all offender and inventory management, computer and Internet usage.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Detailed Instructions" heading within www.careers.wa.gov.

Tuberculosis (TB) is a priority health issue for DOC employees. Periodic skin tests are required for all health care providers and custody staff who are assigned to health care posts and those who transport known/suspected TB patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

Please consider the following when deciding whether to apply:

- * Employees work with offenders in a potentially hazardous setting.
- * Pre-employment process will include drug screening
- * All Department of Corrections employees are fingerprinted for a criminal history background check.
- * This position is included in a Union Shop that requires employees to become members within thirty (30) days of employment.
- * All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity. For more information on these Core Competencies, please contact Jeannette Howard at (360) 426-4433 extension 5267.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please contact Jeannette Howard (360) 426-4433 extension 5267.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021129* and click on Start Search.
5. Click on the link, Warehouse Operator 2, Shelton, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.